

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
February 3, 2014

PRESENT: TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; JOHN LAWTON, SELECTMAN; JAMES LEARY, SELECTMAN

RECORDING SECRETARY: Cherry Palmisano

TOWN ADMINISTRATOR: Naomi Bolton

GUESTS: Jan Snyder, Tyler DeStefano, Brandon DeStefano, Sharon DeStefano, Bob DeStefano, Frank Campana

7:00 p.m. Chairman Clow called the meeting to order.

Finalize Eagle Scout Paperwork – Chairman Clow commented on how beautiful the flag pole at the Town Hall looks and thanked Tyler DeStefano for all his work. Tyler thanked the Board for allowing him to put the flagpole at the Town Hall for his Eagle Scout Project. He explained that he raised \$2,777.48 for his project, spent \$2771.13, and has \$6.35 to give to the Board. Tyler received between \$500 and \$700 in donated materials and reduced pricing on materials, which does not include the lighting that the town provided. A signature is needed from the Board as beneficiaries of the project. Tyler thanked the Board for their time and for accepting his project for the town. He explained that he was asked for a second key for the flagpole in the event that the only key was to become lost and he will inform the Board of the status when he receives a call back from the company. Tyler presented the Board with pictures of the project to view. The Board agreed to have Chairman Clow sign as beneficiary of the Eagle Scout Project.

MANIFESTS

Checks dated: 1/30/2014

Weekly Payroll \$49,557.35

Chairman Clow moved, Selectman Leary seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated February 6, 2014. Passed 4-0-0

Accounts Payable \$490,330.27 (\$250 John Stark)

Gross Payrolls \$42,268.87 (Includes taxes, credit union, employee accrual)

\$7,418.93 (EMT/Fire)

\$9,386.87 (Fire Monthly/Weekend EMS)

TOTAL \$549,404.94

Also, to order the Treasurer to sign payroll checks dated February 13, 2014 and February 20, 2014, that will include payment for weekly wages and matching taxes. Actual amounts paid and reports backing up the numbers will be disclosed at the next scheduled Board meeting.

MEETING MINUTES

Chairman Clow moved, Selectman Leary seconded to approve the minutes of January 27, 2014 as amended. Passed 4-0-0

Selectman Lawton commented on the Board discussing a 2.5% wage increase for non-union employees, but a 3% wage increase is reflected in the budget. Town Administrator Bolton said that a couple weeks before they

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hadn't decided which to use and the Finance Administrator provided numbers for both the 2.5% and 3% increase. It was discussed that there was no vote on whether to include 2.5% or 3%. Vice Chairman Butt said it represents a pool of money and there is nothing that says that they can't give a 2.5% increase and not a 3% increase. Selectman Lawton remembers them discussing it when reviewing the articles and they discussed a 2.5% increase. The Board said that they never voted and that is how the amount of money got there, but they can utilize 2.5%.

ADMINISTRATIVE REPORT

Purchase Order Module – The trainer will be calling to schedule a date and time to train employees. Vice Chairman Butt mentioned a letter being sent to vendors regarding the need for a purchase order number. He asked what the status is, if the employees are being required to get a purchase order and if they are doing it. Town Administrator Bolton said that Mr. Redmond is still ordering parts as he always was with no purchase order. The Finance Administrator generated a list of the 523 town wide vendors and letters were sent out stating that as of January 20, 2014 a purchase order number would be needed for all purchases. The vendors are still letting Mr. Redmond order without a purchase order. Vice Chairman Butt asked why they sent the letters to the vendors if the town employees are not going to abide by it. The Fire Department and the Police Department are utilizing the system, but Mr. Redmond has not had any training. Selectman Lawton asked if a brief description of each purchase can be provided.

Chairman Clow opened the public hearing at 7:30 p.m.

PUBLIC HEARING – To hear public testimony and comment on an employment agreement for the position of Police Chief

Chairman Clow said that it was noted in the minutes of the first public hearing that on March 8, 2005 there was an ordinance passed regarding that there be two public hearings for a municipal employment contract. The police chief contract is a three year contract at \$78k per year. The parameters of the contract were set up by MRI and the contract includes a vehicle for the chief and four weeks of vacation.

Frank Campana asked if there is a job description included in the contract. Chairman Clow gave Mr. Campana a copy of the police chief contract to review. Mr. Campana asked if there are any specifications on health insurance. The police chief falls under the same plan as all non-union employees in the town personal policy with the exception of vacation time. As of last year instead of the health insurance buyout being a percentage of what the employee earns, it is a one time \$5,500.

Chairman Clow closed the public hearing at 7:35 p.m.

The Board signed the police chief's contract, which Chief Velleca had already signed.

ADMINISTRATIVE REPORT Continued

Town Administrator Bolton said that each Selectmen will draft a written explanation for each of the articles they spoke on at Deliberative Session to be included in the Town Mailer. She would like the Selectmen to draft their explanations and email them to her so that they can be discussed at next week's meeting and finalized by next Friday. Chairman Clow noted that a lot of the articles are the same or similar to those of last year. Selectman Lawton is not sure if it would be better for the department heads to write the explanations for the articles that pertain to their departments. Vice Chairman Butt said to write the explanation and call the department head and see if there is anything they would like to add. The explanations should be clear and concise, but not extensive. Selectman Lawton said that there are 5,500 voters and only 50 people were at Deliberative Session. His point is that the 5,500 voters are going to see a two sentence explanation and feel they don't have enough information. Chairman Clow said that the publication is paid for by public money, they have to be neutral, supply the facts, and be unbiased in presentation.

Town Administrator Bolton told the Board that a couple of department heads spoke with her regarding holding an informational forum. They could hold two forums, one mid-afternoon and one evening, a week before Town

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Meeting. The forums would give voters an opportunity to ask further questions or get more information on various warrant articles. Vice Chairman Butt mentioned the call in night as usual and said that they need to get more publicity out there. Town Administrator Bolton asked if the dates for the informational forums can be added to the Town Mailer as well. She would like to have the Town Mailer back by Wednesday, March 6th, which is a full week before Town Meeting. Chairman Clow said that he would be glad to be present at the informational forums. Town Administrator Bolton said that she would attend as well and inform Mr. Redmond, Chris Hague, Chief Vezina, and Chief Velleca. The informational forums will be open to anyone. The Board agreed to go forward with the informational forums and two separate times will be scheduled.

The Deliberative Session was not recorded due to equipment difficulties, but it was broadcasted on Channel 17. Selectman Lawton commented on the summary of taxes due included in the monthly department head report. He feels that there is a large discrepancy on what he sees listed and what he sees for the totals dues. He asked what they are doing with arrangements. Town Administrator Bolton said that it is her assumption is that the number is strictly principle and not interest. Selectman Lawton does not think that the sheet encompasses everyone who owes taxes, just those on payment plans. He asked what process they are going through if people do not come forward for a payment plan. Town Administrator Bolton said that notifications of being deeded will be sent and interest accrued.

CORRESPONDENCE – A letter was received relating to property evaluation.

PUBLIC COMMENT – Mr. Campana asked about paragraph 9 in the police chief's contract regarding the police vehicle, which states "exclusive and unrestricted use so that he can respond to any matter wherever he may be." Mr. Campana noted that they had vehicles assigned to people in the past that went quite a distance out of town. Chairman Clow said that Chief Velleca goes to other places in the state that relate to police business. Chairman Clow said that the Board discussed and compromised on the language. He noted that there were other things that the chief let go of in the contract. Mr. Campana commented on past history. Chairman Clow said that no other vehicles will be going home with any other officer other than the chief. The contract language was presented to them by MRI and the Board agreed. Mr. Campana said that the wording would allow the chief to live a distance away and be able to take a vehicle home. Chairman Clow said that could be a possibility, but he does not see it happening. Chairman Clow said that the Board is excited about the change, not just with the new chief, but all the transitions taking place in the department. The Board has been pushing to get the contract passed because there are so many specific changes that relate to the management of the department.

OTHER BUSINESS – Chairman Clow said that he appreciates the fact that the Finance Committee is going to support the operating budget, but there is a caveat above the default budget. Town Administrator Bolton said that the default budget can be changed up until the time ballots are printed. Vice Chairman Butt is not inclined to do that. The school is lowering their operating budget below their default budget. Vice Chairman Butt said that the Board created a good default number. Chairman Clow said that they did not inflate and commented that if the fire fighter protective gear is not a need then what is. The police chief's contract is in the default and it was appropriate to every Board member to put it in there. Selectman Leary agrees with putting the police chief's contract in the default because they hired the chief at a certain amount with a contract and it needs to be in the default. It is his opinion that the safety gear didn't belong in the default budget. Selectman Leary is not against the safety gear, but prefers better planning. It was mentioned that they can make the argument every year because someone is going to come up with any emergency. Vice Chairman Butt asked why the people that are going to do the work should be put in jeopardy because someone didn't put it in the budget. Vice Chairman Butt said that they do a real good job at creating the default and this is a special instance to cover the need of the Fire Department and he feels it would be a disgrace not to include it. Chairman Clow said that the Finance Committee may not be aware that if a line in the proposed went down it was reduced it in the default as well. Vice Chairman Butt noted that it is not that the default has been inflated, but that the operating budget has been

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cut back and there is nothing in there that is not absolutely needed. Services have not been added resulting in an increase to the operating budget, but there are added costs for the services provided.

Chairman Clow moved, Selectman Leary seconded to enter into non-public session @ 8:15 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Chairman Clow – yes. Passed 4-0-0

Chairman Clow moved, Selectman Leary seconded to come out of non-public session @ 8:37 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Chairman Clow – yes. Passed 4-0-0

Chairman Clow moved to seal and restrict the minutes of the non-public session; Selectman Leary seconded the motion. Passed 4-0-0

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary